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OS 1157

# Office Memorandum

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UNITED STATES GOVERNMENT  
NO CHANGE in Class. ☐

TO : Chief, Management Staff ☐ DECLASSIFIED  
Class. CHANGED TO: TS S DATE: JAN 17 1957  
DDA Memo, 4 Apr 77  
FROM : Director of Logistics Auth: DDA REG. 77/1763  
Date: 170278 By: 025

SUBJECT: Proposed Transfer of Printing Facility from Security Support  
Division to the Administrative Staff, Office of Security

1. The Office of Logistics has been asked to state its position with respect to the proposed transfer of the Office of Security printing facility from the Security Support Division to the Administrative Staff/OS.

25X1A 2. The Office of Logistics takes the position that Regulation [REDACTED] requires all Agency printing produced in headquarters to be done by the OL Printing Services Division's facilities or under the Division's direct supervision. This includes all administrative printing as well as operational type printing. The pertinent portion of Regulation [REDACTED] to which reference is made requires the Director of Logistics to:

"Administer, operate, and supervise all Agency printing and reproduction activities except as specifically authorized otherwise by the Director, and review requests for, and utilization of, printing and reproduction equipment."

3. In order to fully meet all requirements for all types of printing, the Printing Services Division, Office of Logistics,

25X1A6a [REDACTED] smaller facility in Room 1016, K Building, and also a small facility in Q Building. The Division is thus able to fully meet any requirement for any type of printing which the Office of Security and all other Agency components may have.

4. With specific reference to the subject facility, it is the understanding of this Office that it was originally approved for the purpose of printing biographic index cards. It appears that approval for the original equipment required to do this job was based upon the concept that this function was an integral part of the system by which these cards are produced. In such cases it is recognized that it is more efficient to do such printing at the point of utilization rather than transmit it to and from the Division's printing plants. It is also understood that the extreme sensitivity of this material was a factor in the

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decision to approve the local printing of the cards. This same reasoning, however, does not apply to ordinary administrative-type printing. Experience has proven that it is inefficient and excessively costly to set up and operate small "one-man" shops when adequate facilities are already available. The availability of adequate facilities makes it unnecessary for any office to operate an independent printing facility except for the reason mentioned above. This Office, therefore, does not concur in the transfer of the Office of Security printing facility to the jurisdiction of the Administrative Staff for the reason that this would undoubtedly lead to the production of printing not intended to be done by it and would get it further away than ever from the use for which it was originally approved.

5. Our nonconcurrency is also based upon the fact that the approval originally given to the Office of Security for printing biographic index cards does not extend to the production of administrative printing. No reason is advanced which would cause a change in this position. In fact, it is believed that the Office of Security should more fully utilize the facilities of the Printing Services Division for all printing not connected with the production of biographic cards. That this is not being done is evident from the figures pertaining to requisitions submitted to the Printing Services Division contained in the report of the Management Staff on the study of this printing facility.

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JAMES A. GARRISON

A handwritten signature in ink, appearing to be "JAG", written over the typed name James A. Garrison.

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25X1A9a OL/PSD: [REDACTED] :tcp/4237 (17 Jan 57)

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